



# Agate Momentum Trust Privacy notices

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# 1. Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Agate Momentum Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is NPW (Newham Partnership Working).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Digital videos/ recording
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services and inform our planning to improve outcomes for pupils
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- The processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We retain records in line with the retention guidelines for schools recommended by the Information and Records Management Society: <https://ico.org.uk/>

## Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – *to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- The Department for Education– *to meet our legal obligations to share certain information with it, such as test outcomes.*
- The pupil's family and representatives- *to perform a public task in the public interests in order to carry out our official functions for example reporting on pupil progress.*
- Suppliers and service providers – *to enable them to provide the service we have contracted them to do for example BROMCOM MiS so we can carry out our public tasks for example registers and attendance details.*
- Survey and research organisations- *to perform a public task in the public interests for example contributing to international pupil performance research such as PISA (Programme for International Student Assessment) which enables us to evaluate our effectiveness and challenges us to continue developing best practice.*
- Security organisations- *to perform a public task in the public interests such as digitising the signing in system in order to keep the school safe.*
- Health and social welfare organisations- *to perform a public task in the public interests such as liaising with the schools dental service to promote good dental hygiene within our community*

- Professional advisers and consultants- *to perform a public task in the public interests in order, for instance, to evaluate our effectiveness, support and challenge school leaders and continue developing best practice.*
- Charities and voluntary organisations - *to perform a public task in the public interests in order, for instance, to implement resilience programmes through the charity Head Start.*
- Police forces, courts, tribunals- *to perform a public task in the public interests, for example responding to and managing safe guarding concerns in order to keep our pupils safe within and beyond the school environment.*
- Professional bodies - *to perform a public task in the public interests in order, for instance sharing best practice across schools in order to promote best practice and raise pupil attainment.*

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information) (NPD <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).

You can also [contact the Department for Education](https://www.gov.uk/contact-dfe) (<https://www.gov.uk/contact-dfe>) with any further questions about the NPD.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer at [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

Parents/carers also have a legal right to access their child's **educational record**. To request access, please contact Hannah Cleland: School Business manager at: [hannah.cleland@scottwilkie.newham.sch.uk](mailto:hannah.cleland@scottwilkie.newham.sch.uk)

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer at [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

## 2. Privacy notice for pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Agate Momentum Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is NPW (Newham Partnership Working).

### The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- Digital videos/ recording
- CCTV images

### Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing and to make plans to make the school better for you
- Look after your wellbeing

### Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We keep our records about you in line with the retention guidelines for schools recommended by the Information and Records Management Society:

## Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – *to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions in order to keep you safe and ensure that our school helps you to learn well.*
- The Department for Education– *to meet our legal obligations to share certain information with it, such as test outcomes so that we can compare ourselves against other schools and make sure that we are doing the best that we can to help you learn well.*
- The pupil's family and representatives- *to perform a public task in the public interests in order to carry out our official functions for example reporting on your progress to your parents so that together we can help you to achieve your best.*
- Suppliers and service providers – *to enable them to provide the service we have contracted them to do for example managing digital registers so that we know when you are in school and when you are away from school.*
- Survey and research organisations- *to perform a public task in the public interests for example contributing to international pupil performance research such as PISA (Programme for International Student Assessment) which enables us to evaluate our effectiveness and challenges us to make your learning even better.*
- Security organisations- *to perform a public task in the public interests such as digitising the signing in system in order to keep the school safe.*
- Health and social welfare organisations- *to perform a public task in the public interests such as liaising with the schools dental service to promote good dental hygiene within our community*
- Professional advisers and consultants- *to perform a public task in the public interests in order, for instance, to evaluate how well we are doing, support and challenge school leaders and continue enabling you to do your best.*
- Charities and voluntary organisations - *to perform a public task in the public interests in order, for instance, to implement resilience programmes through the charity Head Start.*
- Police forces, courts, tribunals- *to perform a public task in the public interests, for example responding to and managing safe guarding concerns in order to keep you and your school friends safe within and beyond the school environment.*
- Professional bodies - *to perform a public task in the public interests in order, for instance sharing best practice across schools in order to promote best practice and help you to achieve your best.*

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information) (NPD <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>),

which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

For more information, see the Department's webpage on [how it collects and shares research data](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).

You can also [contact the Department for Education](https://www.gov.uk/contact-dfe) (<https://www.gov.uk/contact-dfe>) with any further questions about the NPD.

## **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## **Your rights**

### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer at [DPO@npw.uk.com](mailto:DPO@npw.uk.com).

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way



## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection at [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*

### 3. Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Agate Momentum Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is NPW- Newham Partnership Working

#### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

#### Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring

- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in line with the retention guidelines for schools recommended by the Information and Records Management Society:

<https://ico.org.uk/>

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – *to meet our legal obligations to share certain information with it, such as in relation to safeguarding concerns with LADO.*
- The Department for Education- *to meet our legal obligations to share certain information with it, such as the annual school workforce census.*
- Your family or representatives- *to protect the vital interests of the data subject or another person in the case of a medical emergency for example.*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for, such as NPW HR to issue employment contracts.*
- Financial organisations- *to enable them to provide the service we have contracted them for example to enable NPW to make salary payments into your account.*
- Central and local government- *to meet our legal obligations to share certain information with it, such as the annual school workforce census.*

- Our auditors- *to perform a public task in the public interests for example to safe guard use of public funding.*
- Survey and research organisations- *to perform a public task in the public interests for example improving staff wellbeing through the charity Head start.*
- Trade unions and associations- *to perform a public task in the public interests for example performance management outcomes, disciplinary investigations.*
- Health authorities- *to perform a public task in the public interests ensuring that we manage our organisation effectively in promoting practice which supports employees in addressing health/medical needs.*
- Security organisations- *to enable them to provide the service we have contracted them to do for example CCTV and the digital sign in system.*
- Health and social welfare organisations- *to perform a public task in the public interests ensuring that we manage our organisation effectively in promoting practice which supports employees in addressing health/medical needs.*
- Professional advisers and consultants- *to perform a public task in the public interests in order, for instance, to evaluate our effectiveness, support and challenge school leaders and continue developing best practice*
- Charities and voluntary organisations- *to perform a public task in the public interests for example improving staff wellbeing through the charity Head start.*
- Police forces, courts, tribunals- *to perform a public task in the public interests, for example responding to and managing safe guarding concerns in order to keep our pupils safe within and beyond the school environment.*
- Professional bodies- *to perform a public task in the public interests in order, for instance, to evaluate our effectiveness, support and challenge school leaders and continue developing best practice*
- Employment and recruitment agencies- *to meet our legal obligations to share certain information, such as providing references for employment.*

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

#### **How to access personal information we hold about you**

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

## Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer at [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

## Privacy Notice for Course Delegates

This privacy policy sets out how the Agate Momentum Trust uses and protects any information that you give us when you use the website, subscribe to our mailing list and participate in any of our course and projects.

The Agate Momentum Trust is committed to ensuring that your privacy is protected. Any information you provide us will only be used in accordance with this privacy statement.

### What we collect

We may collect the following information:

- Name, Designation, CPD preferences
- Contact information including email address and telephone number
- School information such as postcode, URN and head teacher's email address
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Other information relevant to course and project evaluations

### Our lawful basis for using this data

We only collect and use your personal data as permitted by law. Mostly, we process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest
- we have obtained consent to use it in a certain way

Sometimes, we may also process your personal data in situations where:

- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent. If you wish to withdraw your consent then please email Hannah Cleland at [hannah.cleland@scottwilkie.newham.sch.uk](mailto:hannah.cleland@scottwilkie.newham.sch.uk)

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or optional. We will always tell you if it is optional.

## **What we do with the information we gather:**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping and reporting to the DfE
- We may use the information to improve our programmes and services
- We may periodically send promotional emails about new projects, CPD programmes or other relevant information which we think you may find interesting using the email address which you have provided

## **How we store this data**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with Data Protection Law) we may share personal information about delegates with:

- Our Local Authority
- The Department for Education (a government department)
- Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted
- Financial organisations – for course/service fees
- Central government
- Police forces, courts, tribunals

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **How to access personal information we hold about you**

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

## Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer at [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: [DPO@npw.uk.com](mailto:DPO@npw.uk.com)

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

In addition, we use this data, with your consent, to keep in touch with you on professional development opportunities and related matters. If you have any questions or concerns around our privacy policy please contact Hannah Cleland at [hannah.cleland@scottwilkie.newham.sch.uk](mailto:hannah.cleland@scottwilkie.newham.sch.uk)

If you would no longer like to receive Hallsville's Training School updates, please email Hannah and let us know.

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*